



## Sport Dispute Resolution Centre of Canada

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**Application Deadline:** June 12, 2023, 12:00 p.m. (EDT)

**Starting Date:** As soon as possible

**Position:** OSIC Program Coordinator

The Sport Dispute Resolution Centre of Canada (the Centre) was established on April 1, 2004 under the Physical Activity and Sport Act (S.C. 2003, c. 2) to ensure the fair, equitable, transparent and timely resolution of disputes in Canadian sport, including such disputes as team selection and carding of amateur athletes. On July 6, 2021, following a public call for applications, the Minister designated the Centre to deliver the independent safe sport mechanism at the national level. As a result, the Office of the Sport Integrity Commissioner ("OSIC/Office") was created and began its first phase of operations on June 20, 2022.

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### OSIC Program Coordinator

The Centre is looking to hire a full-time permanent employee to support the delivery of the Office mandate. The Office's place of business is currently located at 1080 Beaver Hall Hill in Montreal, Quebec, and the successful candidate will be expected to work primarily remotely (with occasional in person meetings).

**Responsibilities:** Under the direct supervision of the Director of Investigations and Assessments, the OSIC Program Coordinator will be responsible to:

- Perform initial review of incoming complaints, reports and/or requests and collect necessary information to assess jurisdiction and authority, as needed;
- Gather information in relation to assigned complaints, reports and sport environment assessments;
- Provide initial assessment and communicate recommendations to Director, Investigations & Assessments (and/or their delegate);
- Prepare, as directed, relevant notices and communications to parties, independent investigators, and other independent professionals involved in assigned complaints, reports and assessments;
- Prepare for and attend (as needed/directed) meetings with parties, independent investigators, and other independent professionals, in connection with assigned complaints, reports and assessments;
- Prepare closure reports, notes, and various notices for assigned complaints, reports and assessments, as directed;
- Enact process to refer assigned complaints to mediation, where appropriate;
- Assist in process to move assigned complaints, reports and assessments on to investigations/assessments (i.e. preparing case related documentation including investigation/assessment mandates, corresponding with investigators/assessors, etc.);
- Maintain the information contained in the case management system up to date in relation to assigned complaints, reports and requests;
- In collaboration with the Program Manager and Director, Investigations & Assessments (and/or their delegate), contribute to the development and ongoing improvement of OSIC case management standard operating procedures, document templates and best practices;
- Collaborate with the Support and Wellness Coordinator to facilitate access to support services.

### Skills & Qualifications:

This position will require high levels of versatility and interpersonal skills as well as the ability to maintain a high degree of discretion, an ethical sense of duty, and confidentiality. The candidate will have strong thoroughness and analytical skills as well as attention to detail in handling files. The candidate will demonstrate ability to exercise great discretion, ethical duty and confidentiality and will be comfortable working in a busy and fast-paced environment.

The candidate will: (i) be fluent in English and French (written and oral) and excellent writing skills; (ii) hold a Bachelor's degree and/or completed or advanced legal education (paralegal, law degree, etc.); (iii) bring 2-3 years of work experience in a legal, administrative or judicial environment;

The candidate must be familiar with the Windows environment, Microsoft Word, Excel, Access and Outlook, and a good knowledge of Web communication technologies.

Relevant case management and/or investigation experience, familiarity with human rights, criminal and/or matters involving youth and familiarity with Canadian amateur sport system would be considered assets.

Conditions:

Occasional evening or weekend work may be required.

The Centre is committed to building a skilled, diverse workforce reflective of Canadian society. It promotes employment equity and encourages candidates to indicate voluntarily on their application their gender identity or expression, if they are Indigenous, a member of a visible minority group or a person with a disability.

The Centre is committed to developing inclusive, barrier-free selection processes and work environments. If contacted regarding this competition, please advise us of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner.

If you meet the above qualifications, please forward your resume, in confidence, to the contact information below. The **Centre will only contact the shortlisted candidates**. No telephone inquiries please.

**Salary Range:** to be discussed, commensurate with qualifications and experience.

**To apply:** Please send a cover letter and a curriculum vitae to [applications@crdsc-sdrcc.ca](mailto:applications@crdsc-sdrcc.ca)